

**BY ORDER OF THE COMMANDER
AIR FORCE SPACE COMMAND**



**AIR FORCE SPACE COMMAND INSPECTION
CHECKLIST 11-1**

1 APRIL 1999

Flying Operations

HELICOPTER OPERATIONS (FA/ORI) (WING)

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This checklist reflects Command requirements for Helicopter Flights to prepare for and conduct internal reviews.

SUMMARY OF REVISIONS

This checklist has been revised to update both content and references as well as to convert to the proper format.

1. References have been provided for each critical item. Critical items have been kept to a minimum and are related to public law, safety, security, fiscal responsibility, and/or mission accomplishment. While compliance with non-critical items is not rated, these items help gauge the effectiveness/efficiency of the function.
2. This publication establishes a baseline checklist. The checklist will also be used by the Command Inspector General (IG) during applicable assessments. Use the checklist at **Attachment 1** as a guide only. Add to or modify each area as needed, to ensure an effective and comprehensive review of the helicopter flight operation's program.

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Director of Operations

Attachment 1

HELICOPTER OPERATIONS (WING/GROUP/HELICOPTER FLIGHT) CHECKLIST

Table A1.1. Checklist

MISSION STATEMENT: To safely and effectively execute allocated flying hours in support of wing requirements by generating helicopters and providing current/qualified crews to support tasked missions. <i>Note:</i> “#” indicates AFI 90-201AFSPC1, Common Core Criteria Inspection Item			
SECTION 1: MISSILE AND SPACE LAUNCH SUPPORT			
1.1. MISSILE AND SPACE LAUNCH SUPPORT (CRITICAL ITEMS)	YES	NO	N/A
1.1.1. Does the helicopter flight provide a safe and effective security surveillance of off-base nuclear weapons convoys consistent with unit SORTS DOC statement to include: communications relay, convoy route/ground observation reporting, and fire team deployment? (DOD C 5210.41-M, AFSPCI 10-139, para 3.1; AFSPCI 11-201, para 8.2; AFSPCI 31-10101, para 4.16 and 7.13.5). <i>Note:</i> Item applies only to 20 AF Space Wing support units.			
1.1.2. Does the helicopter flight safely and effectively insert the backup force in a timely manner during a missile security incident consistent with governing directives? (DOD C 5210.41-M, AFSPCI 10-139, para 3.2; AFSPCI 11-201, para 8.3) <i>Note:</i> Item applies only to 20 AF Space Wing support units.			
1.1.3. Does the helicopter flight safely and effectively provide NASA Space Shuttle security and other support as requested, consistent with governing directives? (AFSPCI 10-139, para 3.3; AFSPCI 11-201, para 8.4) <i>Note:</i> Item applies only to 14 AF Space Wing support units.			
1.1.4. Does the helicopter flight provide effective range clearance, launch pad security, and space complex surveillance support when requested, consistent with unit SORTS DOC statement? (AFSPCI 10-139, para 3.4; AFSPCI 11-201, para 8.5) <i>Note:</i> Item applies only to 14 AF Space Wing support units			
1.1.5. Does the helicopter flight provide effective missile complex support to include crew changes, cable route surveys, and missile maintenance priority missions when tasked, consistent with unit SORTS DOC statement and governing directives? (AFSPCI 10-139, para 4.1-4.4; AFSPCI 11-201, para 8.6 and Figure 8.1) <i>Note:</i> Item applies only to 20 AF Space Wing support units			

1.1.6. Does the helicopter flight provide effective range complex support to include range photographic support, priority logistics support, priority transport of range support personnel, and fire suppression when tasked, consistent with unit SORTS DOC statement and governing directives? (AFSPCI 10-139, para 5.1-5.4, AFSPCI 11-201, para 8.7-8.7.3) Note: Item applies only to 14 AF Space Wing Support units.			
1.2. MISSILE AND SPACE LAUNCH SUPPORT (NON-CRITICAL ITEMS)	YES	NO	N/A
1.2.1. # Does the helicopter flight provide effective MEDEVAC, MAST (if applicable), and SAR support (including military aircraft crash and AFRCC tasked missions) to the wing when tasked? (AFSPCI 10-139, para 6.1-6.3; AFI 90-201, para A5.3.2; AFI 11-201, Chap 9)			
1.2.2. # Is the unit meeting Space Wing/CC additional taskings? (AFI 90-201, para A5.3.2)			
SECTION 2: FLIGHT MANAGEMENT			
2.1. FLIGHT MANAGEMENT (CRITICAL ITEMS)	YES	NO	N/A
2.1.1. Are procedures in place to ensure all mission taskings are met to the maximum extent possible? (AFSPCI 10-139, para 8.1-8.2; AFSPCI 11-201, para 8.1, Figure 8.1)			
2.1.2. Are procedures for filing flight plans and tracking flight progress consistent with governing directives? (AFI 11-202, Vol 3, para 3.1, AFSPCI 11-201, Chap 3, Sec B; para 3.21)			
2.1.3. Are procedures established to identify and prevent non-current, unqualified, and DNIF aircrew members from flying except for authorized flights? (Go/No Go program)? (AFI 11-202, Vol 2, para 6.4; AFSPCI 11-201, para 2.7-2.7.4)			
2.1.4. # Is the unit managing its crew force by ensuring crew rest and flight duty limitations are adhered to? (AFSPCI 11-201, para 2.10-2.11; AFI 90-201, para A5.3.2)			
2.1.5. Do commanders and supervisors follow the principles of operational risk management? (AFI 91-213, para 1-3)			
2.2. FLIGHT MANAGEMENT (NON-CRITICAL ITEMS)	YES	NO	N/A
2.2.1. Are flight authorizations prepared correctly and have flight authorization approving officials been designated in writing consistent with governing directives? (AFI 11-401, para 1.8 and AFSPC1, para 1.8.1-1.8.3)			
2.2.2. Are monthly flying hour reports submitted on time? (AFI 11-101, para 1.2)			

2.2.3. Is the flying hour program adjusted appropriately to ensure 100 percent of annual allocated flying time is executed by 30 Sep of each year? (AFI 11-101, para 3, 4, AFI 11-202, Vol 1, para 1.3)			
2.2.4. Has the unit designated a flight management function to accomplish the requirements of AFI 11-401? (AFI 11-401, para 2.17)			
2.2.5. Has the unit established procedures to ensure the radio-equipped unit operations section is manned during periods of flying activity? (AFSPCI 11-201, para 2.21)			
2.2.6. Is unit operations duty officer (ODO) ensuring mission activity is monitored, diversion requests are relayed, and flight following and emergency procedures assistance is provided? (AFSPCI 11-201, para 2.21)			
SECTION 3: UNIT TRAINING AND STAN/EVAL			
3.1. UNIT TRAINING AND STAN/EVAL (CRITICAL ITEMS)	YES	NO	N/A
3.1.1. Are all crewmembers current in required ground and flying training events when participating in flight? (AFI 11-202, Vol 1, para 4.1.4)			
3.1.2. # Are all crewmembers qualified, trained, and equipped to perform their assigned flight duties? (AFI 90-201, para A4.2.5, AFI 11-202, Vol 2, para 4.6)			
3.2. UNIT TRAINING & STAN/EVAL (NON-CRITICAL ITEMS)			
3.2.1. Are training officers properly administering the training program IAW governing directives? (AFI 11-202, Vol 1, para 1.1, AFI 36-2208AFSPC1, para 1.1.5)			
3.2.2. Are Flight Evaluation Folders and AF Forms 8 properly prepared and maintained? (AFI 11-202, Vol 2, para 6, Attachments 3 and 4)			
3.2.3. Are facilities for aircrew testing, records maintenance, briefing and debriefing as well as other stan/eval functions adequate? (AFI 11-202, Vol 2, para 3.1.4)			
3.2.4. Is support/training flying hour ratio consistent with the Helicopter Flying Hour Utilization Metric? (AFI 11-202, Vol 1, para 1.3; AFSPCI 10-139, para 7.1-7.2, Figure A4.1.)			
SECTION 4: AIRCREW AND FLIGHT PUBLICATIONS			
4.1. AIRCREW AND FLIGHT PUBLICATIONS (CRITICAL ITEMS)	YES	NO	N/A
4.1.1. Are all required aircrew and flight publications and maps current, available, and carried on board aircraft as directed? (AFI 11-215, Chap 6; AFI 11-202, Vol 3, para 2.1.2; AFSPCI 11-201, para 2.16, para 3.6)			

4.1.2. Is the FCIF library properly maintained and is the AFSPC Form 81 used correctly? (AFI 11-202, Vol 2, para 6.3, AFSPCI 11-201, para 3.3)			
4.2. AIRCREW & FLIGHT PUBS (NON-CRITICAL ITEMS)	YES	NO	N/A
4.2.1. Is an annual review of all personal flight publications conducted as part of qualification evaluations? (AFI 11-202, Vol 2, para 4.1.1.1)			
4.2.2. Has the unit published a local procedures supplement to AFSPCI 11-201? (AFSPCI 11-201, para 4.1)			
SECTION 5: UNIT LIFE SUPPORT			
5.1. UNIT LIFE SUPPORT (CRITICAL ITEMS)	YES	NO	N/A
5.1.1. # Is the unit providing aircrews with serviceable protective, survival and rescue equipment? (AFSPCI 11-301, para 5.1-5.4, para 6.3.1-6.3.8; AFI 90-201, para A5.3.7)			
5.1.2. # Is the unit providing effective aircrew and technician life support training programs? (AFSPI 11-301, para 2.5.1, 4.4, 4.5; AFI 90-201, Attachment 5)			
5.1.3. Is the aircraft commander or designated representative ensuring sufficient quantities of appropriate serviceable life support/survival equipment and protective clothing for the entire mission are on board the aircraft? (AFSPCI 11-201, para 3.14, AFSPCI 11-301, para 2.4.5.2)			
5.1.4. Is the unit ensuring applicable allowance authorization, publications and technical orders are available and current? (AFSPCI 11-301, Attachments 2 and 3)			
5.1.5. Is the unit ensuring authorized and required levels of equipment, parts and tools are available to support the mission? (AFSPCI 11-301, para 3.2.2)			
5.1.6. Is the unit ensuring technicians exercise the appropriate safety precautions are taken during routine maintenance procedures? (AFI 91-301, para 2.14.2)			
5.1.7. Are explosive safety and AFOSH training sessions conducted annually and documented accordingly? (AFI 91-202, para 10.10.2)			
5.1.8. Are all nitrogen cylinders properly secured? (T.O. 42B-2-1)			
5.1.9. Does the unit have required safety devices available and ensure they are used? (AFI 91-201)			
5.1.10. Does the unit ensure munitions and explosives are properly stored, maintained, and inventories are current and properly documented? (AFM 91-201, para 2.29)			
5.1.11. Does the unit ensure all life support equipment is maintained according to applicable regulations and technical orders? (AFSPCI 11-301, para 2.4.3.4)			

5.1.12. Does the unit inspect all aircrew life support equipment prior to the first flight of the day? (AFSPCI 11-301, para 6.2.2 and applicable technical orders)			
5.1.13. Does the NCOIC ensure all equipment used is properly post-flighted prior to next flight? (AFSPCI 11-301, para 6.2.2 and applicable technical orders)			
5.2. UNIT LIFE SUPPORT (NON-CRITICAL ITEMS)	YES	NO	N/A
5.2.1. Has the unit commander appointed an LSO who is current and qualified in the aircraft? (AFSPCI 11-301, para 2.4.4)			
5.2.2. Is the unit life support program complying with the responsibilities and requirements of the AFSPC life support and survival continuation training program? (AFSPCI 11-301, para 4.2.2)			
5.2.3. Is the unit LSO evaluating unit Aircrew Life Support Training Instructors on an annual basis? (AFSPCI 11-301, para 4.10.1)			
5.2.4. Does the unit ensure life support personnel receive initial certification and annual task evaluations? (AFSPCI 11-301, para 2.5.1)			
5.2.5. Does the NCOIC ensure equipment technical order deficiencies are reported and routed through the CFM to higher headquarters? (T.O. 00-35D-54 and AFSPCI 11-301, para 2.4.3.7)			
5.2.6. Does the NCOIC monitor and correct deficiencies identified in staff assistance visits and operational readiness inspection reports? (AFSPCI 11-301, para 2.4.3.14)			
5.2.7. Does the NCOIC have current administrative records (i.e., ALSMS, AFTO Forms, and file plans) available? (AFSPCI 11-301, para 2.4.3.5)			
5.2.8. Does the NCOIC ensure section security procedures are developed and followed? (AFSPCI 11-301, para 2.4.3.15)			
SECTION 6: UNIT SECURITY PROCEDURES			
6.1. UNIT SECURITY PROCEDURES (CRITICAL ITEMS)	YES	NO	N/A
6.1.1. # Is the helicopter flight able to implement and sustain appropriate security measures to meet changing threat conditions? (AFI 31-101, Vol 1, para 3.2-3.8; AFI 90-201, para A4.2.1, A4.2.3)			
6.1.2. Are the AFSPC helicopter resources adequately protected IAW governing directives? (AFI 31-209, para 1.8)			
SECTION 7: UNIT MAINTENANCE PROGRAM			
7.1 UNIT MAINTENANCE PROGRAM (CRITICAL ITEMS)	YES	NO	N/A
7.1.1. # Did maintenance efforts meet sortie generation requirements on a daily basis? (AFI 21-101, para 3.3; AFI 90-201, para A5.3.2.			

7.1.2. # Were “not mission capable” (NMC) rates due to supply and maintenance valid? (AFI 21-101, para 5.3, 5.4; AFI 90-201, para A5.3.2)			
7.1.3. # Did organizational, intermediate, and depot-level maintenance activities conform to established standards? (AFI 21-101, para 2.8-2.10; AFI 90-201, para A5.3.2)			
SECTION 8: UNIT SAFETY CONSCIOUSNESS			
8.1. UNIT SAFETY CONSCIOUSNESS (CRITICAL ITEMS)	YES	NO	N/A
8.1.1. # Is flying safety emphasized throughout mission planning and execution? (AFI 90-201, para A4.2.2 and AFI 91-202, para 1.3, 1.4)			